

Launch an Off-Cycle Review

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Log In

Please log in at <https://nebraska.csod.com/>. If you need assistance logging in, please review the **Login and Navigation Guide** located on the [User Guides](#) page, which you can access from the [LINK](#) website.

Description

This document will help you launch an off-cycle review in the Employee Development Center (EDC).

You can launch an off-cycle review at any time from the Performance Review Summary screen. After the review has been launched, there will be an email notification for each step sent to each owner.

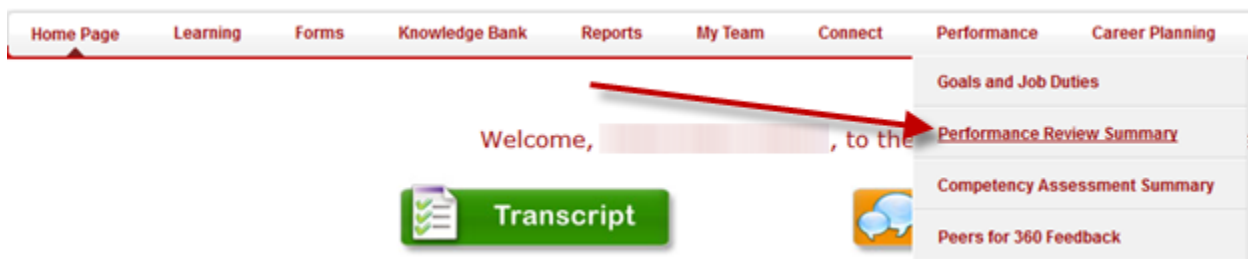
A manager or HR team member can launch an off-cycle review for their newly hired, promoted, or transferred employees. The off-cycle review is completed the same as the annual performance review, though it needs to be launched manually instead of automatically being sent to the employee and manager. The off-cycle review task expires 30 days from when it was launched, but it can be completed sooner because each step goes automatically to next step when completed or expired (besides the Manager's steps).

- NOTE: If you are an HR staff launching the off-cycle review, you need to assign the Reviewer Selection to the appropriate person. If you are a manager launching the off-cycle review, you do not need to complete the Reviewer Selection step, it will automatically go to the employee to complete the Self-Review Step.**

Initial Step	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Reviewer Selection	Employee Self-Review	Manager Review	Indirect Manager Sign-off	Manager Presentation	Employee Sign-off	Manager Sign-off
1 day to complete	5 days to complete	7 days to complete	7 days to complete	5 days to complete	3 days to complete	2 days to complete

Launch the Off-Cycle Review

1. Under the “Performance” menu on your tool bar select “Performance Review Summary.”



2. Click the **Launch Review** button found towards the top-left of the page to get started.
3. You will need to select the name of the person being reviewed and what review form you want to use. Choose the employee you wish to review by selecting the “Someone else” radio button, and then select a review form to use – either the HR version or Supervisor version.
 - **NOTE: When launching a review as HR, you can select who is performing the review, whereas with the supervisor version, you will be performing the review.**
4. After selecting the review form to use, more options will appear. You can give the review a title in the “Probationary Off-Cycle Review” text box and enter the date range the off-cycle review will cover:

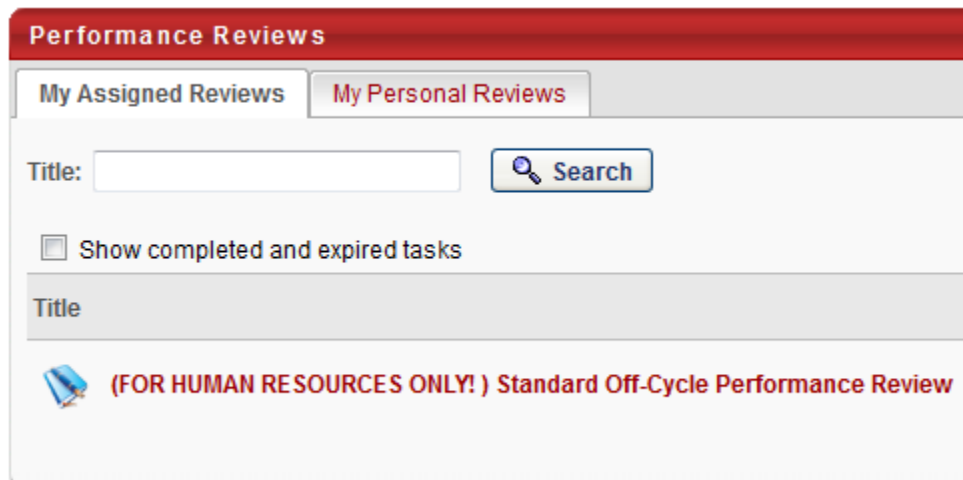
A screenshot of the 'Launch Review' form. It includes sections for 'Who is this review for?' (with radio buttons for 'Me' and 'Someone else', and a dropdown for 'Employee, Justin'), 'Which review form would you like to use?' (with a dropdown for '(SUPERVISOR version) Standard'), 'Probationary Off-Cycle Review' (with a text box for 'End of Probation Review'), 'Expiration Date:' (with a text box for '30 days'), and 'What is the review period?' (with date pickers for 'From: 5/20/2014' and 'To: 11/20/2014'). Below these is a section titled '(SUPERVISOR version) Standard Off-Cycle Performance Review' with a 'Description:' and a 'Workflow:' diagram showing 'Self Review' -> 'Manager Review' -> 'Indirect Manager Sign-Off'.

5. Once everything has been filled out, click the **Launch** button to initiate the off-cycle review.
 - **NOTE: If you select the Supervisor version of the review form, the first step will be the employee self-review so you will not see the review until the employee completes the self-review.**
 - **NOTE: If you select the Human Resources version of the review form, the review will first be assigned to you to select who will be performing the review (see below for assistance on this process).**

Reviewer Selection Step

For off-cycle reviews launched with the Human Resources review form, the initial step will be to select who will be performing the evaluation of the employee. To select a reviewer, follow the steps below after launching the off-cycle review.

1. Select “Performance Review Summary” under the “Performance” menu.
2. You will see the current review steps assigned to you. There should be one for the off-cycle review – click the title to open it:




Performance Reviews

My Assigned Reviews **My Personal Reviews**

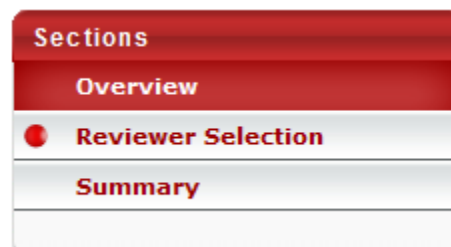
Title:

☐ Show completed and expired tasks

Title

 **(FOR HUMAN RESOURCES ONLY!) Standard Off-Cycle Performance Review**

3. The review will open to the “Overview” – the only section we need to complete is the “Reviewer Selection” portion. Click “Reviewer Selection” in the “Sections” box to the left to jump straight there.



Sections

Overview


Reviewer Selection

Summary

4. You will default as the selected reviewer for the evaluation – to change this, click the “Change Reviewer” link:



Select Reviewing Manager **Change Reviewer** ☐ Skip this reviewer step

User	User ID	Position	Manager
	chasesystemadmin	*Not Applicable	Admin Mary Stahly

5. In the pop-up box, find the user you want to perform the review and click her/his name:

Search is limited to 1000 records only

Last Name: First Name: ID: User Name: Manager's Last Name:

Anderson Staci

Search

(1 Result)

Name	Identifier OUs	User ID	User Name	Manager
Staci Anderson	65 State Personnel Organizational Dev (Agency) BUSINESS APPLICATIONS SUPPORT TECHNICIAN (Class Code)			
	BUSINESS APPLICATIONS SUPPORT TECHNICIAN (Job Code/Job Title)			

6. Once you select who will be performing the review, click the **Submit** button to launch the evaluation – the review will go to the person being reviewed for the self-review portion, then move on to the selected reviewer and continue down the review steps.

Select Reviewing Manager Change Reviewer

Skip this reviewer step

User	User ID	Position	Manager
		BUSINESS APPLICATIONS SUPPORT TECHNICIAN	

Previous Save and Exit Submit Continue

[LINK Help Desk Contact](#)

If you have questions regarding the performance review process or need your logon info, please contact the LINK help desk. The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center
- The Recruitment & Selection Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234